

State Professional Development Center

2014 Spring Schedule (April, May, June)

Month	PD Code	Class Name	Dates & Times	Cost
A P R I L	PD4001	Effective Communication Skills	April 1 8:30 a.m. - 4:30 p.m.	\$123
	PD5032	Advanced Purchasing Methods & Issues	April 3 8:30 a.m. - 4:30 p.m.	\$50
	PD1047	Effective Meetings	April 3 10:30 a.m. - Noon	\$60
	PD5066	The Leadership Challenge Series ** Rescheduled from March ** (Kalispell)	April 7, 8 & 15	\$400 + materials fee
	PD5066	The Leadership Challenge Series (Missoula)	April 9, 10, 16 8:30 a.m. - 4:30 p.m.	\$400 + materials fee (Leadership Practices Inventory)
	PD5057	Montana's Wrongful Discharge Act	April 9 9:00 a.m. - Noon	\$135 (price includes book: <i>Montana Cases & Considerations</i>)
	PD5080	Evidence Based Management	April 9 8:30 a.m. - 4:30 p.m.	\$123
	PD5018	Initiating & Navigating the RFP Process	April 10 8:30 a.m. - 4:30 p.m.	\$50
	PD5064	Beginning Excel 2010	April 15 9 a.m. - 3 p.m.	\$110
	PD2028	Performance Management	April 15 8:30 a.m. - 4:30 p.m.	\$123
	PD5087	Citizen Engagement in the 21st Century	April 16 8:30 a.m. - 4:30 p.m.	\$123
	PD5078	Leading Innovation	April 22 8:30 a.m. - 4:30 p.m.	\$123
	PD4002	Effective Presentations	April 22 1:00 - 4:30 p.m. Apr 23 & 24 8:30 a.m. - 4:30 p.m. Apr 25 8:30 a.m. - Noon	\$245
	PD5059	State Budget Process	April 24 8:30 a.m. - 4:30 p.m.	\$123
	PD1044	Beginning PowerPoint 2010	April 29 9:00 a.m. - 3:00 p.m.	\$110
	PD1023	Remote Management	April 29 8:30 a.m. - Noon	\$95
	PD3002	Contemporary Writing Skills	April 30 8:30 a.m. - 4:30 p.m.	\$123
	PD5077	Performance Driven Leadership	April 30 8:30 a.m. - 4:30 p.m.	\$123

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MAY	PD5027	Myers Briggs & Communication	May 1 8:30 a.m. - 4:30 p.m.	\$123 + \$28 (Assessment and Guide)
	PD5071	From Me to We: Effective Collaboration	May 6 8:30 a.m. - 4:30 p.m. May 7 8:30 a.m. - Noon	\$160
	PD5079	Governance Web 2.0	May 6 8:30 a.m. - 4:30 p.m.	\$123
	PD5092	Interviewing for Organizational and Job Fit **New **	May 7 8:30 a.m. - 4:30 p.m.	\$123
	PD2003	Delicate Balance: Privacy & the Right to Know	May 8 8:30 a.m. - 4:30 p.m.	\$159
	PD5091	Supervision Issues Series - see list of classes, dates and times below. *** New Series****	May 13, 14, 15, 21, 29, June 3, 19, 24 8:30 a.m. - 4:30 p.m.	\$505 for the Series + materials fee (10% of tuition fee)
		PD4003 - 0023 Facilitating Groups	May 13, 14 8:30 a.m. - 4:30 pm. May 15 8:30 a.m. - Noon	\$220
		PD1046 - 0003 Customer Service in the Public Sector	May 21 8:30 a.m. - Noon	\$95
		PD5056 - 0020 Roberts Rules of Order	May 29 8:30 a.m. - Noon	\$95
		PD4005 - 0025 Male/Female Communication	June 3 8:30 a.m. - Noon	\$95
		PD4019 - 0013 Generations in the Workplace	June 3 1:00 p.m. - 4:30 p.m.	\$95
		PD5017 - 0050 Working with Difficult Colleagues	June 19 8:30 a.m. - 4:30 p.m.	\$123
		PD1036 - 0045 Managing Multiple Priorities	June 24 8:30 a.m. - Noon	\$95
	PD5086	Public Service Series - see list of classes, dates and times below. *** New Series****	May 14, 21, 28 and June 4, 11, 18 8:30 a.m. - 4:30 p.m.	\$505 for the Series + materials fee (10% of tuition fee)
		PD5087 - 0002 Engaging Citizens in the 21st Century	May 14 8:30 a.m. - 4:30 p.m.	\$123
		PD5077 - 0004 Performance-Driven Leadership	May 21 8:30 a.m. - 4:30 p.m.	\$123
		PD5078 - 0003 Leading Innovation	May 28 8:30 a.m. - 4:30 p.m.	\$123
		PD5079 - 0003 Governance Web 2.0	June 4 8:30 a.m. - 4:30 p.m.	\$123
		PD4001 - 0033 Effective Communication	June 11 8:30 a.m. - 4:30 p.m.	\$123
	PD5080 - 0004 Evidence-Based Management	June 18 8:30 a.m. - 4:30 p.m.	\$123	

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MAY	PD5082	Effective Management Series - see list of classes, dates and times below.	May 15, 22, 29, and June 5, 12, 19, 25, 26 8:30 a.m. - 4:30 p.m.	\$570 for the Series + materials fee (10% of tuition fee)
		PD1002 - 0039 Approaching Supervision	May 15 8:30 a.m. - 4:30 p.m.	\$123
		PD5049 - 0006 Planning & Labor Relations	May 22 8:30 a.m. - 4:30 p.m.	\$123
		PD5027 - 0015 Myers-Briggs & Communication	May 29 8:30 a.m. - 4:30 p.m.	\$123 + \$30 (MBTI Assessment and Guide)
		PD1017 - 0048 Managing Conflict	June 5 8:30 a.m. - 4:30 p.m.	\$123 + \$17 (Thomas Kilman Conflict Instrument)
		PD5083 - 0003 Diversity Management	June 12 8:30 a.m. 4:30 p.m.	\$123
		PD2028 - 0007 Performance Management	June 19 8:30 a.m. - 4:30 p.m.	\$123
		PD2010 - 0047 Documenting Disciplinary Action	June 25 8:30 a.m. - 4:30 p.m.	\$123
		PD5084 - 0002 Simulation	June 26 8:30 a.m. - 4:30 p.m.	\$123
	PD5065	Excel 2010 - Intermediate	May 20 9:00 a.m. - 3:00 p.m.	\$110
	PD5046	Exploring Emotional Intelligence	May 20 8:30 a.m. - 4:30 p.m.	\$123 + \$34 (Talent Smart EQ Self-Assessment)
JUNE	PD1031	Supervising Performance Improvement	June 3 8:30 a.m. - Noon	\$95
	PD5067	Excel 2010 - Advanced	June 5 9:00 a.m. - 3:00 p.m.	\$110
	PD5022	Records and Information Management	June 10 9:00 a.m. - 3:00 p.m.	\$50
	PD1048	Moving from Stress to Well-Being	June 10 8:30 a.m. - 4:30 p.m.	\$123
	PD1043	Developing Coaching Skills	June 12 8:30 a.m. - 4:30 p.m.	\$123 + \$10 (Gallup Strength Finder Assessment)
	PD3009	Meeting Minutes	June 17 8:30 a.m. - Noon	\$95
	PD1002	Approaching Supervision	June 24 8:30 a.m. - 4:30 p.m.	\$123